

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
POSITION VACANCY ANNOUNCEMENT
CHILD AND FAMILY SERVICES AGENCY
HUMAN RESOURCES ADMINISTRATION**

ANNOUNCEMENT NO:	CFSA-09-P080	POSITION:	TRAINING PROGRAM MANAGER, MS-301-14
OPENING DATE:	9/25/09	CLOSING DATE:	OPEN UNTIL FILLED
IF "OPEN UNTIL FILLED"	10/08/09	SALARY RANGE:	\$88,545- \$106,254 PA
FIRST SCREENING DATE:	(And every two weeks thereafter)	TOUR OF DUTY:	8:15 A.M. TO 4:45 P.M. Monday – Friday
WORK SITE:	WASHINGTON, D.C.	AREA OF CONSIDERATION:	UNLIMITED
PROMOTION POTENTIAL:	NONE	NO. OF VACANCIES:	1

AGENCY: CHILD AND FAMILY SERVICES AGENCY (CFSA), Office of the Deputy Director for Planning, Policy and Program Support (OPPPS), Office of Training Services (OTS)

DURATION OF APPOINTMENT: MANAGEMENT SUPERVISORY SERVICE (AT WILL)

"AT WILL" EMPLOYMENT APPLIES TO THE MANAGEMENT SUPERVISORY SERVICE (MSS). ALL POSITIONS AND APPOINTMENTS IN THE MSS SERVE "AT THE PLEASURE OF THE APPOINTING AUTHORITY" AND MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.

RESIDENCY PREFERENCE AMENDMENT ACT: An person applying for a position in the Career Service, Educational Service, Management Supervisory Service, or an attorney position in the Excepted Service (series 905) who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.

DESCRIPTION OF DUTIES:

The incumbent serves as Training Program Manager in the office of Training Services and is responsible for managing and overseeing all aspects of the pre-service training program. This includes revisions to the curriculum and /or agenda, ensuring strategies are identified and implemented to solidify the partnership between the Trainers and the training supervisors to support the transfer of learning process, managing all aspects of scheduling the pre-service training, and ensuring tracking reports are completed; Assists in the design, development and implementation of CFSA's training plan and Office of Training Services short and long term goals. Provides technical assistance and information regarding state-of-the-art training curricula, development, design and evaluation; Ensures that training follows the agency's performance expectations, policy, and practice; Provides technical assistance to the Trainers on all aspects of delivering training. Identify training needs of staff and coordinate training, and/or provide training to staff based on their needs; Assists the Training Administrator in managing projects and other aspects of OTS, to include writing training related policy and procedures, creating reports and databases, participating or leading workgroups, advisory boards, and implementing the in-service training program; Works closely with In-Home and Reunification Administration training supervisors and program managers to ensure a seamless system between the classroom training and the on-the-job training program; Contributes specialized knowledge of training adult learners and competency based training programs. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

One (1) year of specialized experience equivalent to at least the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.

SELECTIVE PLACEMENT FACTORS:

- Requires a Masters Degree of Social Work and/or related social science field
- Requires thorough knowledge of child welfare
- Requires knowledge of training development and programs

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Knowledge of writing curricula, designing and developing training programs, and an understanding of needs of adult learners;
2. Thorough knowledge of Federal and District laws, and regulations that govern and affect child welfare services and programs, including foster care, adoptions, protective services, and kinship care;
3. Thorough knowledge of management and training development;
4. Ability to disseminate, interpret, train, and guide staff in agency policies and procedures; and
5. Ability to manage and to direct the day-to-day activities of professional and support staff;

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2002 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check and Child Protection Registry (CPR). Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.

HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000.

TO APPLY:

FAX TO: (202) 727-5750
EMAIL TO: cfsajobs@dc.gov

WEB SITE: www.cfsa.dc.gov
TELEPHONE: (202) 724-7373

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE HUMAN RESOURCES ADMINISTRATION
